

DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

NGB-ARZ-T

7 August 2001

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: 2001 Title 10 Active Guard/Reserve (AGR) Sergeant First Class Promotion Board Results

1. Reference memorandum, NGB-ARZ-T, dated 23 February 2001, 2001 Title 10 AGR Enlisted Promotion Board
2. The 2001 Title 10 AGR SFC promotion board concluded 19 July 2001, at Jefferson Plaza 1, Arlington, Virginia, and considered all eligible Title 10 soldiers for promotion. The following information is provided:
 - a. Enclosure #1 - SFC Promotion Board Guidance
 - b. Enclosure #2 - Minority Reports and Voting sheet examples
 - c. Enclosure #3 - NCOES Request (DA Form 4187), Pre-execution Checklist, and Counseling Form (DA Form 4856-E)
 - d. Enclosure #4 – Sergeant First Class Promotion List
3. The boards considered 64 Staff Sergeants, which were ranked highest-to-lowest (highest point total to the lowest) by MOS and functional area.
4. We are projecting 43 promotions to Sergeant First Class.
5. Additional promotion opportunities may become available, during the term of this promotion list, based upon eligibility and availability, per NGR 600-200, Chapter 11. Placement on the list, as well as the order in which a soldier is listed should not be construed as an immediate potential for promotion. Soldiers assigned a sequence number will also be given an approximate effective promotion date, depending upon NCOES status. The first scheduled promotion from the 2001 Sergeant First Class List

NGB-ARZ-T

SUBJECT: 2001 Title 10 Active Guard/Reserve (AGR) Sergeant First Class Promotion Board Results

will be effective 2 August 2001 if the NCOES requirement has been previously met or upon completion of phase 1 of ANCOC depending upon the grade requirement.

6. All applications for NCOES must be received at NGB-ARZ-T no latter than 1700 hours, 15 August 2001. NCOES school reservations will be based upon a soldier's standing on the overall promotion list. Soldiers will be notified through the chain-of-command of their NCOES course dates.

7. Points of contact are:

a. Chief, Enlisted Staff Management, Title 10, SGM RG Halliday, DSN: 327-1405; COMM: 703-607-1405; FAX: -5972; e-mail: robert.halliday@ngb.army.mil.

b. Enlisted policy, SGM Frank Yoakum, DSN: 327-3446; COMM: 703-607-3446; FAX: -5913; e-mail: frank.yoakum@ngb.army.mil.

FOR THE CHIEF, NATIONAL GUARD BUREAU:

4 Encls
as

//////////signed//////////
OLIVER L. NORRELL, III
Colonel, NGB
Chief, ARNG Staff Management
Office

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Guidance for 2001 Army National Guard Title 10 Active Guard Reserve
Sergeant First Class Promotion Board

1. General.

a. Consider soldiers for promotion as prescribed by NGR 600-200, chapter 11, to recommend the noncommissioned officers required to meet the needs of the Army National Guard in the grade of sergeant first class.

b. In determining whether noncommissioned officers under consideration are qualified for promotion, the board should satisfy itself that the noncommissioned officers are qualified professionally and morally, have demonstrated integrity, are physically fit, and are capable of performing duties expected of noncommissioned officers in the grade of sergeant first class, with increased positions of responsibility for assignment world-wide. Selection is not intended as a reward for past performance but, specifically, to recognize soldiers with the best potential.

c. An isolated example of excellence or mediocrity should not be used as a sole determinant for promotion selection or non-selection. However, non-selection may properly be based on a major disciplinary action or significant professional failure such as relief for cause, demonstrated cowardice, lack of integrity, or moral turpitude.

2. The Noncommissioned Officer Evaluation Reporting System.

a. This system is designed to measure and report a soldier's job knowledge, duty performance, and potential. The system has always consisted of two parts, the Rater and Senior Rater evaluations.

b. The Noncommissioned Officer Evaluation Report (NCOER) is used to evaluate a noncommissioned officer's duty performance during a given period of time for a specific job and provides an estimate of potential. Examine each evaluation report in the file carefully. Particular attention should be given to the bullet comments. It is within the bullet comments that patterns of strengths and weaknesses over a period of time should appear.

(1) When evaluating the soldier's file, consider the length of time covered by each report and the consistency of ratings over time.

(2) Although all parts of the evaluation report are significant, pay particular attention to:

(a) The scope and degree of responsibility in terms of resources, people, facilities and dollars managed as outlined in the job description.

(b) Trends in professional ability and performance with special emphasis on the specifics of performance as they relate to the soldier's MOS and duty description. You

should also consider tactical and technical proficiency and the soldier's ability to communicate effectively.

(c) Specific potential recommendations by the rating officials.

(3) Review the NCOERs carefully. Study in detail the bullet comments to validate the rater and senior rater block marks. It is your responsibility to determine if the bullets fully justify the particular block that has been checked. A justified success rating (meets standard) indicates that the noncommissioned officer meets the standard of the grade. Substantiated incidents or explanation in the bullet comments should accompany excellence ratings. Another very important area of evaluation to consider is the soldier's Academic Evaluation Report (AER), DA Form 1059, for NCOES courses. Special attention should be given to soldiers who received superior ratings as this indicates they have demonstrated an ability that is significantly above the established standard.

3. Overall Performance: An evaluation of demonstrated professionalism and potential for future service cannot be measured without a complete and objective review of each individual's entire background. Consider the following areas carefully.

a. Level of responsibility. Noncommissioned officers who perform well in tough, high-risk, demanding jobs have demonstrated promotion potential. Keep in mind there are jobs that require a tremendous amount of management skill, asset accountability and fiscal responsibility with few or, in some instances, no subordinate personnel to supervise. These instances should not be a detriment in evaluating a soldier's overall potential. A soldier's level of responsibility should be a multiplier in an overall evaluation of performance.

b. Trends in efficiency. Consider upward or downward trends in efficiency in light of the degree of experience or level of responsibility. Junior noncommissioned officers can be expected to make honest mistakes from which they learn and improve their performance. The manner of performance in more recent years should take precedence over performance in earlier years.

c. Military Education.

(1) Staff sergeants must be graduates of the Advanced Noncommissioned Officer Course before they may be promoted to sergeant first class. This is a non-waivable requirement for all enlisted soldiers that became effective 1 October 1992. A copy of the DA Form 1059 may be included in the packet. Selectees who are neither graduates of nor enrolled in the required NCOES course or courses must apply within a stated period after announcement of the results of this board. This is a non-waiverable requirement for all enlisted soldiers that became effective 1 October 1992.

(2) Resident Active Component or Reserve Component and nonresident completion of any military schools are generally equivalent. While it is recognized that the resident students have enjoyed the professional benefits of seminars, guest speakers, and association with their peers, it should also be recognized that soldiers

who, on their own initiative, have completed nonresident or corresponding studies courses, especially those related to duties and topics in their career fields, have also demonstrated dedication, commitment, and motivation. This is one half of one of the three Army pillars of leader development, self-development.

d. Civilian Education. The other half of the self development pillar, civilian education above the high school level, concurrent with military duty, is indicative of dedication to self-improvement, effective time management, and is in keeping with total Army goals for noncommissioned officers. The Army and Army National Guard goal is for noncommissioned officers to have an associates degree by the time they make sergeant major. Many soldiers set their goals on a baccalaureate degree and may not receive an associate degree. Either course of action is focused on the goal, and is shown by the soldier's efforts to improve through post-secondary work. Soldiers may choose from a variety of means to attend classes or the nontraditional evaluation available through Education Services Officers and Education Centers, many of which offer Army and Army National Guard incentives as well as the Montgomery GI Bill to help them achieve their objectives. Although progress toward the goal is desirable, it is neither required for selection nor for promotion to sergeant first class.

e. Professional Values. Throughout the selection process, consider the soldiers' demonstration of the professional Army ethic and its supporting values: loyalty, duty, respect, selfless service, honor, integrity and personal courage. These values that make up the ethic, coupled with courage, candor, competence, commitment, and compassion, form the bedrock of the military profession. You should favorably consider noncommissioned officers whose performance reflects a commitment to and internalization of these values.

4. Scope and Variety of Assignments: Consider the type of assignments the noncommissioned officers have held. The essence of effective performance as noncommissioned officers is the application of sound leadership and management capabilities. You should, therefore, examine each candidate's past performance in all types of leadership positions.

a. Pay particular attention to selection of individuals who have demonstrated their suitability for positions of responsibility at the various levels of command and whose performances have been consistently outstanding in a variety of assignments. Consider tactical and technical proficiency, communication skills, and administrative ability.

b. A variety of assignments at different levels is important, and you must consider the assignments the soldier has had in comparison, with the degree of responsibility held. You must note, however, that in many cases the soldier has little, if any, control over the type of assignment he or she receives. Also, certain MOSs have a tendency to place a soldier in a field of specialization which at times can lessen one's supervisory opportunity. There also are other restrictions based on geographical (distribution of units) and full-time employment assignment limitations for AGR soldiers and military technicians. Once soldiers enter the Title 10 AGR Program, they also have fewer opportunities to serve in troop assignments and are often bound to headquarters units.

Variety then comes through reassignment to any of a number of other available jobs in which the soldier can become more experienced.

c. It is essential that the Army have noncommissioned officers who are outstanding troop leaders. It is equally important to have noncommissioned officers who can provide leadership in the specialty areas and supporting staffs and agencies, many with highly technical missions. You must rank highly the best noncommissioned officers, and in your process, recognize that various jobs require different strengths, techniques and background experience.

d. Consider carefully the soldier's manner of performance in the following areas:

(1) Leadership positions. Squad leader, section chief or team leader are the typical positions staff sergeants should seek: noncommissioned officers who succeed in these positions are proven leaders. Again, however, geographic dispersion and organizational structure as well as service in the AGR programs often make these position unattainable for many NCOs.

(2) Recruiting and Retention Duties. Recruiting and Retention NCOs provide the strength of the Army National Guard. This is tough and demanding duty that requires dedicated and motivated noncommissioned officers to work with commanders, trainers, soldiers and their families, and military and civilian leaders. In many cases, ARNG soldiers spend long periods in these assignments due to the structure of the ARNG Full-Time Support programs. Many of them have continued a high level of involvement with their supported units and have kept many of their basic soldier, field and tactical skills up to date. This generally will not show directly in their records and should not, of itself, be held against them. Soldiers selected for these assignments are sometimes unsuccessful and are relieved without prejudice. Success as Recruiter and Retention NCOs indicate those who are often highly skilled in the areas of leadership, training, communication, and independent action and thought.

(3) Specialized and additional duties: Special duty or detail to additional duties such as Drill Sergeant, additional duty Retention NCO, unit sponsor team, Color Guard, and other similarly demanding duties should receive your special attention. Successful performance of these duties at this grade shows the soldier's potential. Board members must be aware that many soldiers in this category may not have had the opportunity for recent experience in more traditional leadership positions.

(4) Staff and Faculty members. A number of soldiers have been assigned to Army service schools as well as what are now the elements of the Total Army School System (TASS) as staff or faculty members or both. The duties of instructors are at least as demanding as many traditional assignments in field units, and the staff positions relate to similar support positions in headquarters elements of units in the field. It is important, again, that you weigh these assignments in the same light as similar assignments in other units.

5. Derogatory Information:

a. Significance. The weight to be given derogatory information must be determined by the collective judgment of the board. Be careful not to unduly penalize noncommissioned officers who have had early exposure to heavy responsibilities and the inherent opportunity to make mistakes through honest but misjudged effort. Little consideration should be given to comments of derogatory nature, particularly non-judicial punishment for minor offenses, which are later followed by continuous outstanding performance of duty. Unproved allegations or court-martials, in which the individual has been exonerated or found not guilty, will not be considered.

b. Articles 15. Non-judicial punishment (NJP) proceedings under Article 15, UCMJ, or comparable state laws enable commanders to maintain good order and discipline by disposing of minor offenses quickly and fairly. The primary purpose of non-judicial punishment is to provide a method for commanders to determine what happened and to correct minor offenders with fair punishments while preserving rehabilitative potential. Punishment under Article 15, early in a soldier's career (SPC or CPL and below with less than three years service) should not be considered in deliberations.

c. The Army Alcohol and Drug Abuse Prevention and Control Program (ADAPCP). The basic goal of ADAPCP is the restoration to effective and reliable service of all individuals with problems attributable to alcohol and other drugs.

(1) When a soldier's record reflects adverse information associated solely with a past problem involving alcohol or other drugs and the individual has been rehabilitated and restored to full duty status, the soldier's attitude, work efficiency, and potential for continued effective service will be the basis for judgment.

(2) Noncommissioned officers who cannot or will not respond to drug or alcohol treatment and rehabilitation programs after a reasonable period of time should not be selected.

d. Assignment limitations or training disqualification such as airborne training, or nuclear and chemical assignment disqualification per AR 50-5 or 50-6: These should not, in and of themselves, be used as criteria for selection or non-selection. However, the actions, which led to the limitation or disqualification, may be appropriate for consideration.

6. Physical Conditioning and Body Composition. Army policy requires that every soldier be physically fit regardless of age or duty assignment. Body composition and physical appearance are important indicators of a noncommissioned officer's physical fitness. Accordingly, consider general physical condition and compliance with the Army body composition policies of AR 40-501 and AR 600-9 as well as physical fitness per AR 350-41, chapter 9, in evaluating the individual's potential for selection.

7. Physical Profiles. Retention has been granted to NCOs with certain medical conditions and that some soldiers have partial disabilities which are the result of disease, wound, or injury that do not interfere with the individual's performance of duty.

The fact that a soldier has been found fit to remain in an active status indicates that the individual possesses the minimum medical qualifications required for assignment to any position in line with the military occupational specialty and profile limitations. If specific questions arise regarding medical standards of fitness, Boards Branch will obtain an opinion from the Army National Guard Surgeon's Office.

8. Photographs. Official photographs are valid for five years and are not authorized more frequently except for grade or significant appearance changes. The lack of an organizational shoulder sleeve insignia or distinctive unit insignia (unit crest), or both, should not be considered negatively. With some exceptions, newly authorized units and certain federal agencies are not authorized these insignia items. Army policy currently allows for full-length black and white or color photographs (4" x 10") as well as the new digital photographs (4" x 6") which are in color.

9. Record Review. Thoroughly review all documents in the packets. Because the records are maintained by many different headquarters with variations in records maintenance policies, you may not find the same information on each NCO's DA Form 2-1, DA Form 2 or 2A, or SIDPERS-ARNG PQR.

10. Minority and Female Soldiers.

a. The Army is firmly committed to a plan of equal opportunity for minority group members and female noncommissioned officers in all facets of their career development, utilization, and progression.

b. In evaluating the records of minority group members and female soldiers, be aware that past personal and institutional discrimination may have operated to the disadvantage of some minority group members and female soldiers.

c. As directed by HQDA, some female noncommissioned officers may have been reclassified as a result of the Army's utilization policies in AR 600-13, the Direct Combat Probability Coding (DCPC) process, and should not be penalized as a result of that action. Much of a female noncommissioned officer's ability to gain assignment, hence selection, is limited to the types of positions and units in which she may serve. Recent changes to Army policies have significantly increased the number and range of positions to which female soldiers may be assigned. Therefore, consider them fully, fairly, and impartially as equals in their MOSs and career fields without regard to the types of units or positions to which they might be assigned. When identified for promotion, they will be assigned to positions for which they are eligible and available.

d. The goal of the board is to achieve a percentage of selection for all gender, and race and ethnic designator categories comparable to the selection rate for the total population in the zone of consideration.

e. Prior to adjournment, the board must review the extent to which these goals are met. Deviations from the goal must be fully justified in the after action report.

11. Marital Status and Participation of Spouse. Selection boards are prohibited from considering the marital status of noncommissioned officers or the activities of their spouses as discriminators for selection. Your decisions, therefore, cannot be affected by a spouse's decision regarding employment or participation of spouses in military or community activities. In this respect, disregard any reference to these factors in NCOERs or other documents you review.

FY01-T-10 SFC Promotion Board Vote Sheet

MILITARY APPEARANCE: Fitness for duty considering the standards of Army Regulation 600-9 and overall military appearance.

VALID SCORES ARE: 1 – 5 _____

LEADERSHIP: Served in all primary leadership positions of greater responsibility.

VALID SCORES ARE: 1 – 5 _____

POTENTIAL: Ability to perform in higher grade and serve in positions of greater responsibility.

VALID SCORES ARE: 1 – 5 _____

ASSIGNMENT HISTORY AND PROFESSIONAL DEVELOPMENT: Specific jobs held that enhance potential for future service.

VALID SCORES ARE: 1 – 5 _____

TECHNICAL TACTICAL PROFICIENCY: Performance in various assignments throughout period of military service.

VALID SCORES ARE: 1 – 5 _____

PROFESSIONAL ATTRIBUTES AND ETHICS: Level of commitment to ethical and moral standards of service to the nation.

VALID SCORES ARE: 1 – 5 _____

T10 SSG to SFC Enlisted Promotion Board 2001
Minority Report

Board Members

Panel Minority Rep:	3
Panel Female Rep:	1
Total	<hr/> 6

Application Reviewed 66

Applicants by Race and Sex:

	Male	Female	Total
Caucasians	26	9	35
Blacks	14	9	23
Hispanic	5	3	8
Other	0	0	0
Totals	<hr/> 21	<hr/> 21	<hr/> 66

	Male	Female	Total
Caucasians	39.39%	13.64%	53.03%
Blacks	21.21%	13.64%	34.85%
Hispanic	7.58%	4.55%	12.12%
Other	0.00%	0.00%	0.00%
Totals	<hr/> 68.18%	<hr/> 31.83%	<hr/> 100.00%

PERSONNEL ACTION

For use of this form, see AR 600-8-6 and DAPAM 600-8-21; the proponent agency is CDCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 5, Section 3012; Title 10, USC, EO 9397.
PRINCIPAL PURPOSE: Used by soldier in accordance with DAPAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).
ROUTINE USES: To initiate the processing of a personnel action being requested by the soldier.
DISCLOSURE: Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.

1. THRU (Include ZIP Code) National Guard Bureau ATTN: NGB-ARZ-T (Enl Mgmt) 1411 Jefferson Davis Highway Arlington, VA 22202-3231	2. TO (Include ZIP Code) National Guard Bureau ATTN: NGB-ART-I 111 S. George Mason Drive Arlington, VA 22204-1382	3. FROM (Include ZIP Code) Division Chief complete office symbol/address
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SECTION I - PERSONAL IDENTIFICATION

4. NAME (Last, First, MI)	5. GRADE OR RANK / MOS / AOC	6. SOCIAL SECURITY NUMBER
----------------------------------	-------------------------------------	----------------------------------

SECTION II - DUTY STATUS CHANGE (AR 600-8-6)

7. The above soldier's duty status is changed from _____ to _____
 _____ effective _____ hours, _____ 19 _____

SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: (Check as appropriate)

<input checked="" type="checkbox"/> Service School (<i>Enl only</i>)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (<i>Enl only</i>)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (<i>Enl only</i>)	<input type="checkbox"/> Officer Candidate School	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	

9. SIGNATURE OF SOLDIER (When required)	10. DATE
--	-----------------

SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)

Course Title: _____
 Course Number: _____ School Code: _____ Class Number: _____ Class Dates: _____
 Location of Training: _____ (If unknown enter "1st Available Date" or enter up to 3 months you will be available)
 Soldier's Security Clearance: _____
 Basic Branch (Officers): _____
 Soldiers Position Title: _____
 Soldier's Mailing Address: _____

Soldier's Duty Phone: _____ Fax Number: _____ E-mail Address: _____
 Profile: YES NO Temp () Permanent () If YES to either, a copy of the profile must be included.
 Current HT/WT: _____ (DA Form 5500 must be included if you do not meet the table screening weight of AR 600-9)
 Requested Mode of Travel: _____
 Cost of Airline Ticket: (Regardless of mode of Travel): _____

Soldier's Supervisor: _____ Supervisor's Phone Number: _____
 Justification for Training: _____

(Circle one) Initial Request for Orders Amend/Revoke Order Number: _____

SECTION V - CERTIFICATION/ APPROVAL/ DISAPPROVAL

11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -

☐ HAS BEEN VERIFIED
 ☐ RECOMMEND APPROVAL
 ☐ RECOMMEND DISAPPROVAL
 ☐ IS APPROVED
 ☐ IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE Division Chief Name and Grade	13. SIGNATURE (X one of the blocks above)	14. DATE Date Signed
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Appendix H

Unit Pre-Execution Checklist

THE ARMY SCHOOL SYSTEM (TASS) UNIT PRE-EXECUTION CHECKLIST

The purpose of this document is to assist the unit in preparing soldiers for school attendance, while providing one single document, with appropriate attachments, for the training institutions. This checklist will be completed by appropriate unit personnel and verified and signed by the unit commander. Soldiers reporting for training must have a signed pre-execution checklist in his/her possession. Soldiers reporting for training without the checklist signed by the soldier and unit commander will be given seventy-two hours from the report date to provide the checklist with appropriate attachments. Soldiers attending IDT courses will be given until Saturday of the second MUTA-4 to provide the completed checklist.. After this time, soldiers will be returned to their unit.

NAME: _____ SSN: _____
typed or printed

UNIT: _____ DOR : _____

COURSE TITLE: _____ **START DATE:** _____

1 st line leader initials	Soldier's initials	PART-I----- Pre-execution (D-90 to D-1)
		Coordination between customer unit and TASS unit to identify the soldier by name?
		Soldier in receipt of school/course information?
		Read ahead packets/prerequisite testing complete? (if applicable)
		All required clothing/equipment IAW school/course info packet
		Soldier demonstrated physical fitness requirement on diagnostic test administered within 30 days of scheduled departure for school. () (as required)
		Soldier meets standards of AR 600-9?
		Transportation requirements completed?
		Adequate cash/traveler checks/Government Credit Card?
		Individual orders received?
		School Mailing address/Telephone numbers received? (for family)
		Ten (10) copies of orders
		Transportation verified/approved (ticket picked up)
		Current/valid identification card
		ID tags (1 pair), Army Value Card/Tag
		If applicable: Soldier requiring corrective lenses has a set of military prescription eyeglasses and protective mask inserts.
		_____ Notify soldier of requirement to take APFT and be weighed, as required.

Unit POC List:

CDR	B: ()	H: () _____
1SG:	B: ()	H: () _____
FTM:	B: ()	H: () _____
Unit FAX:	() _____	Unit Email _____

Army personnel must meet the prerequisites for the course stated in the Army Formal School Catalog (DA Pam 351-4) unless a waiver is obtained. In addition, Army personnel must also satisfy applicable provisions of AR 611 series, AR/NGR 350-1, ATRRS, and other pertinent Army policies and regulations.

PART II- ROUTINE PREREQUISITES																		
TASK					REGULATION DATA					SOLDIER DATA								
Minimum Aptitude Score (ASVAB) (enter line score per DA Pam 611-21)					CO CL FA GM MM					CO CL FA GM MM								
					OF EL SC ST GT					OF EL SC ST GT								
Meets color vision requirements (if applicable, DA Pam 611-21)																		
Physical demand rating/profile (enter PULHES per DA Pam 611-21)					P	U	L	H	E	S		P	U	L	H	E	S	
DA Form 1059 for all previous required phases for phase/course attending (if applicable)					_____ School code _____ Date of completion _____ Course completed _____ Phase completed													
Soldier has current military and civilian vehicle operator license(s) (if applicable, valid through course end date, enter expiration date) (enter qualification as required per ATRRS SH screen)																		

PART III REQUIRED DOCUMENTS	
Security clearance (If applicable, attach as required)	
Permanent profile attendees have copy of MRB (P3,P4) results, with DA Form 3349 signed by his/her commander, and an Army doctor-approved alternate aerobic event for APFT (if applicable)	
All required waivers (if applicable)	
Other requirements (if applicable)	
OTHER REQUIREMENTS OF DA PAM 611-21 NOT PREVIOUSLY LISTED	
Other requirements (if applicable)	
Other requirements (if applicable)	
Other requirements (if applicable)	
Other requirements (if applicable)	

I have been counseled and have read all requirements applicable to the course I'm being sent to attend. Attendance at this course and class will not pose any known hardship on me and/or my family that would detract from or prevent me from successfully completing course requirements.

Student's Signature: _____ **Date:** _____

I have reviewed the above soldier's qualifications and potential to successfully complete this course; have counseled him/her on these requirements and hereby verify his/her readiness to attend same.

Commanding Officer (typed name)

Signature **Date:** _____

Unit commanders will ensure all soldiers, including walk-ons, enrolled in institutional training meet course prerequisites. Soldiers who report for training must have in their possession a completed pre-execution checklist, signed by the soldier and the unit commander. The Pre-execution checklist will be used to verify routine prerequisites such as line scores, PULHES, and DA Form 1059. Unit commander can further certify the completion of prerequisite testing/evaluation (i.e., typing test). Documentary evidence of security clearance, physical profile, and other non-routine prerequisites are required in addition to the pre-execution checklist. The unit commander's signature on the pre-execution checklist will suffice as certification that the soldier meets routine course prerequisites (as stated above) IAW all requirements of the course as listed in DA Pam 351-4 (U.S. Army Formal Schools Catalogue), the ATRRS prerequisite screen, and DA Pam 611-21 for MOSQ courses. Soldiers reporting for training without the checklist signed by the soldier and unit commander will be given seventy-two hours from the report date to provide the checklist with appropriate attachments. Soldiers attending IDT courses will be given until Saturday of the second MUTA-4. After this time, soldiers will be returned to their unit. The pre-execution checklist is a pre-enrollment requirement for all TASS courses/institutions except OCS, CCC, CGSOC, and the resident SGM Course.

DEVELOPMENTAL COUNSELING FORM

For use of this form see FM 22-100.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army and E.O. 9397 (SSN)
PRINCIPAL PURPOSE: To assist leaders in conducting and recording counseling data pertaining to subordinates.
ROUTINE USES: For subordinate leader development IAW FM 22-100. Leaders should use this form as necessary.
DISCLOSURE: Disclosure is voluntary.

PART I - ADMINISTRATIVE DATA

Name (Last, First, MI)	Rank / Grade	Social Security No.	Date of Counseling
Organization	Name and Title of Counselor		

PART II - BACKGROUND INFORMATION

Purpose of Counseling: (Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling and includes the leaders facts and observations prior to the counseling):

1. Soldier needs to know exactly what is expected/required of the soldier prior to attending any NCOES course.
2. Soldier must meet the HT/WT requirements IAW AR 600-9.
3. Soldier must have passed a diagnostic APFT within 30 days of departing for any NCOES course.
4. Soldier must have the pre-execution checklist completed and turn in when they inprocess at the school.
5. Soldier must have/obtain a government charge card and the account must be in good standing before TDY orders will be issued.
6. Soldiers failing an NCOES course, for any reason, may be barred to reenlistment and or terminated from the Title 10 AGR Program.
7. Conditional promotions will be allowed after the soldier completes and passes phase 1. The DA Form 1059 must be faxed to NGB-ARZ-T before promotion orders will be published.
8. Soldiers must be assigned to positions that are commensurate with the grade and MOS to which they are being promoted.

PART III - SUMMARY OF COUNSELING

Complete this section during or immediately subsequent to counseling.

Key Points of Discussion:

The soldier understands the following:

1. Soldier must pass a diagnostic APFT within 30 days of departing for this NCOES course. Soldier understands that he/she cannot attend this course if they are on a temporary profile.
2. Soldier understands that they must meet the height/weight standards of AR 600-9 and will not be allowed to attend this course if they do not meet this standard. A body fat content worksheet must be included with the pre-execution checklist.
3. If the soldier has a permanent profile, he/she must have in his/her possession a copy of the profile with all approving signatures and a copy of the MMRB board results attached for any P3. A copy of an approved profile must be included with pre-execution checklist.
4. If the soldier is over 40, a complete Over 40 physical with Cardiovascular Screening Results must accompany the soldier to the school.
5. The Pre-Execution checklist must be initiated and completed as much as possible and be included with the application (DA Form 4187) before the soldier will be issued the TDY orders. The soldier further understands that he/she must present the completed checklist when he/she inprocesses with the school.
6. Any soldier that fails any part of the NCOES course (phase 1 or 2) will be sent home and if conditionally promoted, the orders will be revoked. The soldier understands that they will have to wait until the next regularly scheduled promotion board before they can go back to NCOES training. The soldier further understands that he/she may be barred from reenlistment. Any soldier that consecutively fails any part of NCOES (ph 1 or ph 2) may be discharged IAW AR 635-200, Chapter 13, Separation for Unsatisfactory Performance.
7. The soldier understands that he/she must be in a position which is commensurate to the rank and career progression MOS to which the soldier was selected for promotion.
8. Soldier is encouraged to visit the school's web site to review the Commandant's Welcome Letter, as well as any instructions specific to that institution.

OTHER INSTRUCTIONS

This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.

Plan of Action: (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specific time line for implementation and assessment (Part IV below):

1. Soldier will provide his/her immediate supervisor the following documents:
 - a. Last APFT, HT/WT standard, Body Fat Worksheet, Over 40 physical (if required), and any profiles.
 - b. DA Form 4187, request for NCOES and discuss the dates of the course.
 - c. Show his/her supervisor that they have a government charge card and are in good standing.
 - d. Sit down with the supervisor and fill out as many items as possible on the pre-execution checklist.
2. Soldier fully understands the possible consequences of going to this NCOES course and being sent home for any reason and the possible impact on the soldier's career.

Session Closing: (The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate):

Individual counseled: _____ I agree / disagree with the information above

Individual counseled remarks: _____

Signature of Individual Counseled: _____ Date: _____

Leader Responsibilities: (Leader's responsibilities in implementing the plan of action):

As this soldier's leader, I feel this soldier is ready to attend this NCOES course and the soldier is fully prepared to meet all standards set forth both academically and physically.

Signature of Counselor: _____ Date: _____

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: (Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling)

Counselor: _____ Individual Counseled: _____ Date of Assessment: _____

Note: Both the counselor and the individual counseled should retain a record of the counseling.

2001 Title 10 Sergeant First Class Promotion List
27 July 2001

RANK	LAST NAME	FIRST NAME	TOTAL POINTS	FUNCTIONAL AREA	CAREER PROGRESSION MOS	SEQUENCE NUMBERS
SSG	ALMANZA	MANUEL	786	ADMIN	71L	1
SSG	HARRIS	JAMES A	763	ADMIN	71L	2
SSG	CYRUS	KELLY J	741	ADMIN	71L	3
SSG	ROWSON	JENNIFER	734	ADMIN	71L	4
SSG	BOURAGE	IVORY LEE	714	ADMIN	71L	5
SSG	DARNELL	DANNY LEROY	670	ADMIN	71L	6
SSG	BINNS-GRAYTON	JOY YVETTE	649	ADMIN	71L	7
SSG	ARRIAGA	EDWARD	608	ADMIN	71L	8
SSG	ARVISO	DAVID ERNIE	607	ADMIN	71L	9
SSG	HUNT	LEON DON JR	577	ADMIN	71L	
SSG	SMITH	RONALD J	568	ADMIN	71L	
SSG	WEST	CARLTON J	542	ADMIN	71L	
SSG	ELLIS	ROHAN A	524	ADMIN	71L	
SSG	DONOVANT	RONNIE JAY	485	ADMIN	71L	
SSG	EVANS	CYNTHIA ANN	233	ADMIN	71L	
SSG	COTTLE	STEPHEN J	754	ADMIN	73C	1
SSG	BROWN	BRETT ALAN	659	ADMIN	73C	2
SSG	DILLON	STANLEY C	747	ADMIN	31R	1
SSG	LUTZE	STEVEN LEE	700	ADMIN	31F	2
SSG	DILLON	FRANKQUNETTA	699	ADMIN	31F	
SSG	GABBARD	JENIFER A	752	ADMIN	74B	1
SSG	HAMILTON	BRYAN SIDNEY	669	ADMIN	74B	2
SSG	GRIFFIN	CYNTHIA LOUISE	402	ADMIN	74B	
SSG	COTTEMOND	MARLYN G	179	ADMIN	74B	
SSG	LIPE	ROBERT EDWIN	169	ADMIN	74B	
SSG	LUGO	LEONARDO	802	ADMIN	75H	1
SSG	LAVIOLETTE	DAMIAN N.	773	ADMIN	75H	2
SSG	GRZEBIENIOWSKI	JERALYN A	700	ADMIN	75H	3
SSG	THOMAS	REGINA M	688	ADMIN	75H	4
SSG	MERCIER	TINA MARIE	676	ADMIN	75H	5
SSG	ALLEN	HERVEY L	672	ADMIN	75H	6
SSG	BAILEY	MARK RICHARD	659	ADMIN	75H	7
SSG	ROSS	NATHANIEL R	641	ADMIN	75H	8
SSG	GONZALES	SHIRLEY A	608	ADMIN	75H	9
SSG	RANDOLPH	SALLY ANN	574	ADMIN	75H	10
SSG	REEDER	MATTHEW W	569	ADMIN	75H	11
SSG	MORRILL	KAREN B	566	ADMIN	75H	
SSG	HANDY	DENISE MARIE	518	ADMIN	75H	
SSG	MCCRAY	BORCHIA L	174	ADMIN	75H	
SSG	TORREZ	JOHN JR	135	ADMIN	75H	
SSG	CHILDS	FAYE D	124	ADMIN	75H	
SSG	BROWN	CATHY L	192	LOG	92Y	
SSG	SNODGRASS	RICHARD C	110	LOG	67G	

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SSG	LAMBRUNO	NICKOLAS W	766	OPS & TRNG	13B PALADIN	1
SSG	MEAD	BRIAN TODD	739	OPS & TRNG	13B PALADIN	2
SSG	LORIA	MARK DAVID	625	OPS & TRNG	13B PALADIN	
SSG	LESSARD	DONALD DAVID	763	OPS & TRNG	18D	1
SSG	HOUCK	JOHN FRANK	795	OPS & TRNG	93P	1
SSG	BLANCO	CARLOS A	761	OPS & TRNG	93P	2
SSG	WILLIAMS	JAMES T	760	OPS & TRNG	93P	3
SSG	CAMPBELL	ROBERT SCOTT	579	OPS & TRNG	93P	4
SSG	MEDEIROS	JOSE SILVERO	176	OPS & TRNG	93P	
SSG	ROBINSON	ROBERT D	641	OPS & TRNG	88M	1
SSG	HANSHEW	JAMES EDWARD	552	OPS & TRNG	11B/00F	2
SSG	SAMANIEGO	RAY	206	OPS & TRNG	71L/00F	
SSG	DUMOLT	GEORGE M	180	OPS & TRNG	75H/00F	
SSG	FORRY	JOHN PAUL	132	OPS & TRNG	74B/00F	
SSG	HAUMANN	KARON DAWN	799	R&R	91X	1
SSG	RASE	WILLIAM MARTIN	682	R&R	71L	2
SSG	ST LOUIS	DONNIE JO	662	R&R	13M	3
SSG	BERRIOS	BRENDA RENEE	659	R&R	75H	4
SSG	MOUNTS	EDWARD DANE	607	R&R	12B	5
SSG	KNIGHT	KEITH PATRICK	542	R&R	92Y	6